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**Personnel**

**SECURITY FORCES TRAINING AND  
STANDARDIZATION EVALUATION  
PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Use this instruction with Air Force Policy Directive (AFPD) 36-22, *Military Training*. It explains procedures and establishes requirements and guidelines for the Security Forces Training (SFT) and Standardization Evaluation (Stan-Eval) programs. "Security Forces (SF)" includes security forces persons (officer and enlisted), Department of the Air Force civilians, civilian contractors, and foreign nationals who perform police or guard duties. This instruction applies to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). Records Management: Maintain and dispose of all records created as a result of prescribed processes in this instruction in accordance with AFMAN 37-139, *Records Disposition Schedule*.

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**SUMMARY OF REVISIONS**

This document is substantially revised and must be completely reviewed.

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## Chapter 1

### SECURITY FORCES TRAINING PROGRAM

**1.1. SFT Concept.** SFT includes all security forces training and training exercises. In addition to this instruction, SFT uses the following items:

- 1.1.1. AFPD 36-22.
- 1.1.2. Air Force instructions (AFIs), manuals (AFMANs), and handbooks (AFHs).
- 1.1.3. Training, Exercise, and Evaluation Outlines (TEEOs) that establish the training concept.
- 1.1.4. AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, which details reserve component training requirements.
- 1.1.5. Applicable Army Field Manuals.
- 1.1.6. Educational Subject Block Indexes (ESBIs).

**1.2. SFT Program Purpose.** SFT provides standardized training that complements formal security forces courses and on-the-job training (OJT). The Career Field Education and Training Plan (CFETP) identifies life-cycle education and training requirements, both mandatory and desirable.

### 1.3. Responsibilities.

1.3.1. HQ USAF/XOF develops policy for security forces training, and appoints the Air Force Career Field Manager (AFCFM) for SF.

1.3.2. AFCFM:

1.3.2.1. Chairs utilization and training workshops (U&TW) to determine education and training requirements. Ensures development, implementation, and maintenance of the career field education and training plan (CFETP), and related programs.

1.3.2.2. Monitors all technical and career training in-residence, distance learning, and career development courses (CDC).

1.3.2.3. Approves waivers and exceptions for training, qualification, classification, and task certification.

1.3.2.4. Communicates directly with the technical schools, and MAJCOM functional and training managers to disseminate Air Force and career field policies and program requirements.

1.3.3. HQ AFSFC will:

1.3.3.1. Provide guidance to MAJCOMs to help implement the SFT program.

1.3.3.2. Prepare the CFETP, Air Force handbooks and instructions for use in the SFT program.

1.3.3.3. Monitor all training programs and coordinate/resolve issues with MAJCOMs and the AFCM.

1.3.3.4. Provide MAJCOM Security Forces Managers (SFM) and training managers a list of apprentices who have not completed the Distance Learning Course. This list will be provided by the 343 TRS when apprentices have reached the 90-day point.

1.3.4. MAJCOMs will:

- 1.3.4.1. Appoint the MAJCOM functional manager (SFM).
- 1.3.4.2. Provide training guidelines to subordinate units.
- 1.3.4.3. Identify and analyze MAJCOM training requirements.
- 1.3.4.4. Compile and send information to HQ AFSFC/SFWT from subordinate units to update AFHs.

1.3.5. Installation Chief of Security Forces (CSF), will:

- 1.3.5.1. Establish and direct the unit SFT program.
- 1.3.5.2. Ensure that the unit SFT program complies with AFI 36-2201, *Developing, Managing, and Conducting Training*.
- 1.3.5.3. Determine contingency training requirements.
- 1.3.5.4. Coordinate civilian security forces training with local civilian personnel offices.
- 1.3.5.5. Establish a unit learning center.
- 1.3.5.6. Assist local AFRC and ANG units with training and evaluation programs.
- 1.3.5.7. Appoint a unit READY coordinator. NOTE: This requirement is not applicable to the ANG unless the base commander determines a ready program is required.
- 1.3.5.8. Approve the annual master training schedule and monthly updates. Approval of the monthly training schedules may be delegated in writing to a senior unit official.
- 1.3.5.9. Appoint an NCO/SNCO to manage the unit training program.

1.3.6. The unit training section will:

- 1.3.6.1. Identify local training needs, prepare a master training plan, and train unit personnel to meet mission requirements, as directed by the CSF.
- 1.3.6.2. Schedule and conduct unit orientation and initial training.
- 1.3.6.3. Monitor distance learning, Type 6 Course, as identified in paragraph 2.4.
- 1.3.6.4. Verify completed qualification training for duty positions.
- 1.3.6.5. Inform the Stan-Eval section when individuals complete their qualification training.
- 1.3.6.6. Monitor both delays in finishing qualification training, progress of skill-level upgrade training, and progress on completing the Type 6 Course.
- 1.3.6.7. Meet sustainment and ancillary training requirements.
- 1.3.6.8. Train augmenters, as required.
- 1.3.6.9. Prepare local JQS.
- 1.3.6.10. Develop any necessary TEEOs and task performance checklists for local training with Stan-Eval.
- 1.3.6.11. Maintain a test bank of Air Force, MAJCOM, and local questions, and establish test control procedures.

1.3.6.12. Maintain section training records.

1.3.6.13. Work with the base training manager.

1.3.6.14. Get advice from base training managers on other desirable courses available for training section personnel.

1.3.7. The supervisor will:

1.3.7.1. Review AF Form 623, **On-The-Job Training Record**, or the computerized training record to determine training requirements for assigned personnel, and conduct all necessary training.

1.3.7.2. Work with the training section to make sure personnel complete the required training for skill-level upgrades.

1.3.7.3. Make sure personnel complete their qualification training for each duty position in 30 duty days. An individual may receive qualification training for more than one duty position at a time. AFRC and ANG personnel will complete qualification training in 90 calendar days (recommended) not to exceed 120 days.

1.3.7.4. Notify the training section the next duty day after qualification training is completed.

1.3.7.5. Notify the training section if personnel cannot complete qualification training within 30 duty days, and document the circumstances, dates, and reasons for the delay in the individual's training record. AFRC and ANG personnel will follow guidelines set in paragraph [1.3.7.3](#).

1.3.7.6. Maintain individual training records of assigned personnel.

**1.4. Scheduler Responsibilities .** The scheduler will:

1.4.1. Publish an annual master training schedule. Review and update the schedule monthly.

1.4.2. Coordinate the master training schedule with unit sections and base agencies.

1.4.3. Coordinate and schedule ancillary training with base agencies.

1.4.4. Coordinate training schedules with supervisors to include leave and TDY times.

1.4.5. Protect individuals' time off as much as possible.

1.4.6. Scheduler responsibilities within the ANG will fall under the unit training section.

**1.5. Requirements for Training Section Personnel.**

1.5.1. The NCOIC of the unit training sections not previously possessing a "T" prefix must attend "Principles of Instruction" (POI) Course J3AIR3S200-011; the mobile version, J4AZT3S200-011; or "Basic Instructor Course" J3AIR3S200-087 (if available). This should be accomplished within 1 year of assignment. Units will award the "T" prefix upon completion of either course through the PC-III system. ANG NCOIC's have 3 years to receive the training required to obtain the "T" prefix. MAJ-COM functional training managers forecast mobile training team requirements during the annual screening process.

1.5.2. Recommend other unit training instructors complete POI.

**1.6. Implementing the SFT Program.** Unit-level training involves both individual and collective skills. Training includes classroom instruction and task performance.

1.6.1. Individual Skills Training. This kind of training teaches individuals tasks for specific duty positions tailored to MAJCOM and local requirements. Individual training may sustain existing knowledge and skills. Use task performance checklists for individual skills training.

1.6.2. Collective Skills Training. Collective skills training builds on individual skills training and gives individuals the chance to use their skills in a team effort. Collective skills training combines groups of individuals who normally function as a team, such as emergency service teams, response force elements, or air base defense flights. Use TEEOs for collective skills training and exercises.

1.6.2.1. Develop and use local TEEOs for GCS training and field training exercises. You may train smaller groups from larger teams on portions of an overall operation.

1.6.2.2. AFI 31-101, *The Air Force Physical Security Program*, contains specific force-on-force training requirements.

1.6.3. Go/No-Go Standard. Units will determine the “Go” standard to which individual and collective skills will be trained. The “Go” standard is defined as being capable and competent to perform tasks in terms of procedures, timeliness, performance, etc. Recommend MAJCOM Training Divisions review unit standards.

**1.7. SFT Program Administration .** Administer the SFT program in compliance with AFI 36-2201.

1.7.1. Newly Assigned Personnel. Training section personnel should take the following actions with newly assigned personnel:

1.7.1.1. Establish or review training records of new personnel and determine their initial training requirements.

1.7.1.2. Arrange or conduct unit orientation, Phase 1 training, and ancillary training, as appropriate. During Phase 1 training, a 25-question weapons safety, arming, and use of force test will be given to all newly assigned personnel. The individual(s) must pass the weapons safety examination before obtaining arming authorization. The Type 6, D/L course should be completed by all newly assigned apprentices during this period. See paragraph 2.4. for specific implementation instructions. CDCs may be ordered at this time, however, training on 5-skill level tasks will not start until the Type 6 course is complete. Upon completion of Phase 1 training, personnel can perform some tasks/duties alone. This decision is based on the criticality of the job/task as approved by the CSF.

1.7.1.3. Be sure anyone needing upgrade training enters the appropriate program. Refer to CFETP 3P0X1/X1A/X1B Parts I and II, dated 31 Oct 97. NOTE: Personnel completing the military working dog handler course L3ALR3P031A-000 or the combat arms apprentice course L3ALR3P031B-000 must have their new AFSC entered into PC-III upon arrival at their home station. Home station unit training managers, personnel specialists or information management personnel will annotate the new AFSC (3P031A/B) as the control AFSC. The personnel will also be entered into 5-skill level upgrade training for their appropriate shred.

1.7.1.4. Units may also receive prior service personnel to include those from our sister services (USA, USN, and USMC). Former USAF personnel will have a security police/forces or combat arms background. Former sister service personnel will have military police/ground combat skills

training equivalent to or exceeding USAF training requirements. All prior service personnel will report directly to their first duty station as either a 3- or 5-skill level, without attending the SF Academy. Therefore, unit training personnel must enroll them in the appropriate CDC and provide indoctrination training on AF customs and courtesies as required for former sister service personnel. Recommend a copy of AFPAM 36-2241, Vol. 1, *Promotion Fitness Examination (PFE) Study Guide* be provided. Conduct unit orientation, Phase I training, and ancillary training as outlined in paragraph 1.7.1.2. above. Prior service personnel who enlist at the 3-level are also required to complete the Type 6 Course. Unit training personnel will advise the 343 TRS/DORM, Lackland AFB TX, when this training is initiated and ensure personnel are enrolled. The Type 6 course must be completed within 4 months after enrollment. Manage upgrade training and the Type 6 Course as outlined in paragraphs 1.7.1.2. and 2.4.

1.7.1.5. Coordinate training arrangements with supervisors to identify individual training needs.

1.7.2. JQS. Training section personnel have the following responsibilities:

1.7.2.1. Prepare a local master JQS (master task listing) from the CFETP that specifies all tasks for positions in the unit. Include tasks required by Air Force, MAJCOM, and local levels.

1.7.2.2. Prepare a separate JQS for each duty position and maintain a copy with the master JQS. Use AF Form 797, **Job Qualification Standard Continuation/Command JQS**, or a computer-generated product (a cross reference or matrix product is allowed) to identify MAJCOM or local tasks not covered by the CFETP. Recommend utilizing a color matrix to identify separation in core task and duty positions. AFRC and ANG units will prepare one master JQS.

1.7.2.3. Allow unit personnel to review JQSs.

1.7.2.4. Use JQSs as guides for training and evaluations.

1.7.2.5. Specify how to annotate the JQSs. Develop procedures to track and document each task on duty position JQSs. Include these procedures on the JQS cover page.

1.7.3. Task Performance Checklists. Training and standardization evaluation personnel jointly prepare task performance checklists, specifying step-by-step procedures for tasks on duty position JQSs. Use AF Form 689, **Task Performance Checklist**, or a computer-generated product. Give these checklists to supervisors to use during qualification training.

1.7.4. Individual Training Records. Supervisors have the following responsibilities for individual training records:

1.7.4.1. Maintain an AF Form 623 for each individual in grades E-1 through E-6 (E-7 and E-8 in retraining). Persons who do not need an AF Form 623 must have individual training documentation.

1.7.4.2. Record each position and which tasks an individual is qualified to perform. Document this information as specified on the JQS cover page.

**1.8. Equipment and Training Aids.** Table of Allowance (TA) 629 lists the requirements for issuing training equipment. Air Force Handbooks (AFH) and other publications also outline training program fundamentals and instructional techniques.

1.8.1. Equipment. Recommended equipment for training sections includes the following:

1.8.1.1. Stand-alone computer with graphics-capable printer. Recommend as a minimum a Pentium II 233 or greater with 64 MB RAM, CD-ROM 32X, sound card, Windows 95 and PowerPoint 97, 6 gigabyte hard drive or larger, and 56K modem or Internet connection

1.8.1.2. Video tape, replay equipment, camera, television, and video monitor.

1.8.1.3. Sound-on-slide equipment.

1.8.1.4. 35mm slide projector.

1.8.1.5. Overhead transparency projector.

1.8.1.6. Projection screen.

1.8.1.7. Audio playback and recorder for audiocassettes.

1.8.1.8. Easel and flip chart.

1.8.1.9. Dry wipe board and erasable markers.

1.8.1.10. Interactive computer training programs, such as interactive videodisk.

1.8.1.11. Color flatbed high-resolution scanner.

1.8.1.12. Computer projection device.

1.8.2. Air Force Handbooks. AFHs provide the “how to” information and support material necessary to accomplish specific operations and tasks. Use AFHs, AF publications (AFIs and AFMANs), original equipment manufacturer manuals or guides, and Army publications to develop formal lesson plans. AFMAN 36-2236, *Guidebook for Air Force Instructors*, contains specific guidance for developing lesson plans.

1.8.3. Training Exercise Evaluation Outlines (TEEO). TEEOs contain an exercise overview, give a suggested approach to conducting exercises, and specify the conditions and standards for task performance. TEEOs should emphasize operations in low light and no light conditions and the operation and safe use of flashlights, spotlights, flares, and night observation devices. Trainers and exercise directors should use TEEOs for collective training exercises and evaluations. While used mainly for collective training, some TEEOs are appropriate for individual training. A TEEO preparation guide is in [Attachment 2](#) to this AFI.

1.8.4. Form Use. MAJCOMs, wings, or units may overprint forms to standardize common entries and reduce administrative workload. Refer to and comply with implementing directives when using forms. You may use the following additional forms in the SFT program:

1.8.4.1. AF Form 55, **Employee Safety and Health Record**, to document all safety training.

1.8.4.2. AF Form 522, **USAF Ground Weapons Training Data**, to document individual weapons training. ANG units may use a computer generated product.

1.8.4.3. AF Form 623, **On-The-Job Training Record**, to record individual training.

1.8.4.4. AF Form 623a, **On-The-Job Training Record-Continuation Sheet**, to record supplementary information in individual training records.

1.8.4.5. AF Form 689, **Task Performance Checklist (EF-V1)**, to document evaluated tasks.



1.8.4.6. AF Form 797, **Job Qualification Standard Continuation/Command JQS**, to document qualification training.

1.8.4.7. AF Form 971, **Supervisor's Employee Brief**, to record civilian employee training.

1.8.4.8. AF Form 1098, **Special Task Certification and Recurring Training**, to document SF recurring/sustainment training.

1.8.4.9. AF Form 1284, **Training Quality Report (TQR)**, for giving feedback to the Security Forces Academy on the quality of the training. **NOTE:** A customer service information line is available for supervisors' convenience if a quick response is needed. Contact the Customer Service Information Line at DSN 473-2112, anytime day or night.

1.8.5. Unit Learning Centers (ULC). A ULC is an area that contains individual study materials. Establish the following parameters for a ULC:

1.8.5.1. Adapt the ULC to suit your unit's mission, size, and available space.

1.8.5.2. Provide a separate area containing individual study materials and equipment.

1.8.5.3. ULCs should be open to unit personnel 24 hours a day.

1.8.6. Additional Training Resources.

1.8.6.1. Many tasks listed on the CFETP STS use US Army training manuals (TMs) as references. Additional Army publications may be used in conjunction with the Army TMs listed as references on the STS. Units may contact their servicing PDO to establish requirements for US Army TMs. Refer to AFI 37-161, *Distribution Management*, paragraph 2.11. for details on how to order US Army publications.

1.8.6.2. Air Force SF personnel can access the latest training related information and download lesson plans and ESBIs electronically through the HQ AFSFC Internet site.

**1.9. SF READY Program Training.** AFI 10-217, *Resource Augmentation Duty (READY) Program*, identifies augmentation requirements, training, and administration. MAJCOMs may establish additional requirements. ANG base commander will determine the need for a READY program. Develop the unit training program for the augmentation program based on local requirements and the requirements stated in the following subsections:

1.9.1. Training Section Support. The training section develops training schedules with units/agencies that provide augmenters. The unit READY coordinator maintains augments training records. Augments training need not be as complex as security forces AFS training. If paragraph 1.9. applies, ANG units will use the following minimum training requirements. Minimum augments training should include initial training in the following areas:

1.9.1.1. Weapons.

1.9.1.2. Use of force.

1.9.1.3. Rules of engagement.

1.9.1.4. Communication procedures.

1.9.1.5. Legal considerations and jurisdiction.

1.9.1.6. Security forces concepts and operations.

- 1.9.1.7. Tactics.
- 1.9.1.8. Searching and handcuffing.
- 1.9.1.9. Bloodborne pathogens.
- 1.9.2. CSF may direct additional training to meet local mission requirements.

## Chapter 2

### SECURITY FORCES TRAINING

**2.1. Training Concept.** This chapter outlines security forces sustainment training subjects, with tasks and frequency identified. The goal of this training concept is to maintain those skills identified on the training standards contained within the functional CFETP. The intent is to train to a standard, using the times listed below as a guide.

2.1.1. Lesson Plans. To ensure maximum effectiveness of training, standardized lesson plans should be utilized. HQ AFSFC approved lesson plans are available on the HQ AFSFC web site. If used by local training instructors, all teaching steps must be followed; however, they may be supplemented by local or MAJCOM requirements. Personalization may vary based on instructor experience.

2.1.2. Document all annual sustainment training utilizing AF Form 1098, **Special Task Certification and Recurring Training**.

**2.2. Ground Combat Skills.** Ground combat skills are taught as individual and collective skills. A task performance checklist should be used during the FTX to determine “Go/No-Go” for individual/collective skill requirements.

2.2.1. All security forces personnel (officer and enlisted) will be trained annually on the subjects identified in **Table 2.1**. Additional subjects from the CFETP may be added to this list as time permits. AFRC and ANG units will use Table 2.1 as their training guide, all items will be trained as a minimum once every 3 years not to exceed 4 years.

2.2.2. Deployment to a RTC or JRTC exercise satisfies this requirement for those personnel attending. Annotate mobility/training folders of personnel to reflect attendance/training. AFRC and ANG units that complete RTC, JRTC, and Air Expeditionary Forces Sustainment Training (AEFST) have met this requirement and must annotate these dates in the individual training records. ANG AEFST must comply with ANG/DOFO criteria.

2.2.3. Do not use deployments to SWA or locations where weapons systems security or law enforcement functions are the primary mission as a substitute for this training.

**Table 2.1. Common Ground Combat Skills Training.**

TRAINING SUBJECT	TYPICAL HOURS PER YEAR
General Security Force Duties (Sign/Countersign)	1.0
General Security Force Duties, Sentry Duties (Perform Surveillance without electronic device)	1.5
General Security Force Duties, Sentry Duties (Conduct LP/OP)	1.5
General Security Force Duties, Early Warning Devices (Employ Trip Flares)	2.0
General Security Force Duties (Process Enemy Personnel and Equipment)	1.0
General Security Force Duties, Early Warning Devices (TASS)	10.0
General Security Force Duties (Use Imagery Equipment)	2.0

TRAINING SUBJECT	TYPICAL HOURS PER YEAR
General Security Force Duties (Methods of Range Determination)	1.0
Communications (AN/PRC 139) (Prepare, Operate, Preventive Maintenance)	3.0
Communications (Use and React to Visual Signaling Techniques)	1.0
Communications ABD Reports (SITREP, SPOT, ACE, SALUTE)	1.5
Navigation	12.0
Weapons Employment (Use Limited Visibility Firing Techniques)	1.5
Weapons Employment (Use Fire Control Measures)	1.5
Weapons Employment (Prepare a Weapons Range Card)	1.5
Weapons Employment (Select Hasty Fighting Position in a Built-Up Area)	1.0
Weapons Employment (Conduct a Hasty Defense In a Built-Up Area)	1.5
Survive To Operate, Camouflage Application (Self/Individual Equipment, Fighting Position/Team Equipment)	4.0
Survive to Operate (Over, through, around obstacles, except mine fields)	3.0
Survive to Operate (Move under Direct Fire)	1.5
Survive to Operate (Preventive Medicine)	1.0
Survive to Operate (Construct Individual Fighting Position)	1.5
Survive to Operate (Practice Noise/Light/Litter Discipline)	1.0
Survive to Operate (Perform Movement in a Built-Up Area)	1.5
Survive to Operate (Enter a Building in a Built-Up Area)	1.5
Survive to Operate (Clear a Building in a Built-Up Area)	1.5
Survive to Operate (Use Cover and Concealment)	1.0
Survive to Operate (Participate in Retrograde Operations)	1.0
Survive to Operate (Defend from Supplemental/Alternate Positions)	1.0
Survive to Operate (Setup Shelters)	1.0
Survive to Operate (Apply Personal Hygiene and Field Sanitation)	1.0
Patrolling	16
Contingency Operations (C3, Command and Control-S Functions)	1.0
Practical Application of Skills (FTX)	5 days(40 hrs)
<b>SUB-TOTAL GCS TRAINING HOURS</b>	<b>123</b>

**2.3. Job Specific Skills.** All security forces personnel (officer and enlisted) will be trained annually on the subjects identified in [Table 2.2](#). Additional subjects from the CFETP may be added to this list as time permits. AFRC and ANG units will use Table 2.2 as their training guide, all items will be trained as a

minimum once every 3 years but not exceed 4 years, with the exception of Use of Force training, which must be trained annually.

**Table 2.2. Common Job Specific Skills Training.**

<b>TRAINING SUBJECT</b>	<b>TYPICAL HOURS PER YEAR</b>
Concepts and Principles/Threat Spectrum	1.5
Terrorism/Antiterrorism	1.5
<u>Concepts and Principles of Use of Force</u>	1.0
Employ Physical Apprehension and Restraint Techniques	5.0
Handcuffing	1.0
Use Offensive/Defensive Rifle Techniques	1.5
Apply Deadly Force Techniques	1.0
Identify Rules of Engagement	1.0
<u>Demonstrate Weapons Retention</u>	1.0
Apprehend Individuals	1.0
Employ Search Techniques/Individuals	1.0
Employ Search Techniques/Vehicles	1.0
Employ Search Techniques/Search for Suspects	1.0
Employ Search Techniques/Search for Evidence	1.0
Employ Search Techniques/Buildings	1.0
Employ Search Techniques/Areas	1.0
Secure Crime Scene	0.5
Bloodborne Pathogens	1.0
M-16 (See note #1)	12.0
M-9 (See note #1)	7.0
Hazmat First Responder (Initial)	12.0
Hazmat Refresher	5.0
Vehicle Operations	2.0
Specialized Weapons Training	8.0
<b>SUB-TOTAL JOB SPECIFIC HOURS</b>	<b>69</b>
<b>SUB-TOTAL GCS TRAINING HOURS</b>	<b>123</b>
<b>TOTAL TRAINING HOURS</b>	<b>192</b>

**NOTE 1:** The primary weapon for all SF personnel is the M-16; hours shown indicate bi-annual qualification requirements. Hours shown indicate bi-annual qualification requirements for those personnel whose duty position requires use of the M9.

**2.4. Distance Learning Course L6AGU3P031-000 (Type 6 Course).** Distance Learning (Type 6 Course) is a computer based training program that must be completed by personnel graduating from the Security Forces Academy after 17 Mar 99.

2.4.1. Active duty and ANG personnel **must** complete the type 6 within 4 months (120 days) from the date of graduation from the SF Academy. AFRC units have 6 months (180 days) from the date of graduation from the SF Academy to complete the Type 6 Course. Unit commanders should consider including Type 6 Course requirements during Phase 1 training. Although Type 6 training may be accomplished during Phase II training, completion of the course is recommended first since it provides critical knowledge necessary to complete Phase I training. The base Job Site Training (JST) personnel or the unit training section will maintain Type 6 Course material. This will enable the trainee to begin the course immediately upon arrival at their first duty station.

2.4.2. The 343 TRS (SF Academy) course manager accomplishes enrollment in the course, the day after graduation from the SF Apprentice course. Base JST personnel or unit training section will notify the course manager (343 TRS, Lackland AFB) as apprentices complete the course. This information will be provided to the course registrar (37 TRSS, Lackland AFB) for course completion certification. Units must ensure they track the dates of enrollment to ensure all apprentices complete the course in the specified time.

2.4.3. CDCs may be ordered when an apprentice arrives at their first duty station; however, work on CDCs and 5-skill level upgrade training **will not** begin until the Type 6 course has been completed. Other task certification training may be conducted in conjunction with the Type 6 training, if necessary.

2.4.4. Apprentices who receive a score of 70% on the end of course test will be considered to have completed the Type 6 course. Apprentices who do not receive a passing score on their initial end of course test will receive remedial training and retest within 30 days. Apprentices who fail the retest will be considered for disenrollment and possible elimination from the career field. Permission to test a third time will only be authorized by the 37 TRG/CC or designated representative.

2.4.5. Apprentices must also successfully complete the CDC. If an unsatisfactory score is received on the initial course exam, remedial training will be provided. If a second unsatisfactory score is received on the course exam, commanders may initiate action to withdraw the AFSC, recommend retraining, return the individual to a previous AFSC, or initiate separation action. The commander may also initiate a request for waiver of the CDC requirement. This request must be routed through the appropriate MAJCOM, to HQ AFSFC/SFW for coordination. HQ AFSFC/SFW will forward the request to HQ USAF/XOFM for final action. Refer to AFI 36-2201, *Developing, Managing, and Conducting Training* for additional guidance.

**2.5. Ancillary Training.** Ancillary Training Programs (ATP) or courses are programs that contribute to the mission accomplishment, but which are separate from requirements in an individual's primary Air Force specialty or occupational series. ATPs exist to ensure Air Force personnel possesses an adequate blend of both general and technical knowledge and capabilities. Ancillary training requirements are listed in AFCAT 36-2223, *USAF Formal Schools*.

## Chapter 3

### STANDARDIZATION EVALUATION (STAN-EVAL) PROGRAM

**3.1. Stan-Eval Program Concept.** The Security Forces Manager (SFM) is responsible to the commander for the Stan-Eval program. The Stan-Eval program lets the installation CSF evaluate the functional performance of the SF mission. The SFM uses the Stan-Eval program to monitor all unit functions and provide direct feedback to the commander on the status of all unit security force operations, personnel, and programs. The Stan-Eval program requires annual inspections of all unit functional areas, as well as initial and annual Stan-Evals of personnel in each duty position. Recommend a stand-alone computer as indicated in para. **1.8.1.1.**

3.1.1. Feedback. The Stan-Eval section tells the Security Forces Manager (SFM) how well the unit is doing based on findings from Stan-Eval inspections and initial and annual Stan-Evals of personnel.

3.1.2. Reporting. The Stan-Eval section is a separate work center. It reports directly to the SFM. AFRC units without Stan-Eval manpower authorizations may consolidate training and Stan-Eval functions under the training section. Within the AFRC and ANG, the Stan-Eval program may fall under the Training Section.

### 3.2. Responsibilities.

3.2.1. HQ USAF/XOF develops policy for the Stan-Eval program.

3.2.2. HQ AFSFC guides MAJCOMs on conducting the Stan-Eval program.

3.2.3. MAJCOMs, in turn, guide subordinate units.

3.2.4. Installation CSFs establish a Stan-Eval section as outlined by this instruction and MAJCOM supplements. Responsibilities are as follows:

3.2.4.1. Monitor and evaluate the overall effectiveness of SF functions and personnel using Stan-Eval inspections and evaluations.

3.2.4.2. Staff inspection items identified by outside agencies, as needed.

### 3.3. Stan-Eval Inspections.

3.3.1. Every 10-13 months, the Stan-Eval section inspects each functional area or work center in the unit. AFRC and ANG units will conduct Stan-Eval inspections at least every 2 years.

3.3.2. Units may substitute a higher headquarters inspection or staff assistance visit for annual inspections if the functional area or work center was visited and inspected IAW unit Stan-Eval criteria.

3.3.3. Organize a Stan-Eval inspection team for each activity you inspect to ensure technical compliance with governing directives. For example, if the activity has a publications library, ask the unit publications customer account representative to join the Stan-Eval inspection team.

3.3.4. Use locally developed checklists for each activity you inspect. Schedule inspections at times when key personnel or supervisors will be there.

**3.4. Stan-Evals.** Stan-Evals measure individual's qualifications and certify them to perform specific duty positions.

3.4.1. This instruction considers duty positions to be critical and non-critical. A critical position is one whose exacting accomplishment of assigned duties is so crucial to mission accomplishment that an individual cannot work that position without direct supervision until successful completion of the Stan-Eval for that position. Furthermore, if upon annual re-evaluation individuals cannot successfully pass the Stan-Eval, they must not be allowed to work in that position without direct supervision until completing a successful re-evaluation.

3.4.2. As a minimum, those positions in direct support of nuclear resources will be designated critical duty positions to include: convoy commanders, flight sergeants, area supervisors, close-in sentries, master surveillance control facility operators (MSCFOs), entry controllers, security controllers, alarm monitors, and law enforcement desk sergeants if designated as the alternate central security control (CSC). CSFs may designate any other duty position as critical duty positions, as required.

3.4.3. Conduct an initial and subsequent annual (10-13 months) Stan-Evals of personnel in each duty position they will be required to perform. MAJCOMs may authorize 60 day extensions to non-critical, annual certifications for personnel TDY during their 10-13 month Stan-Eval window. ANG personnel's initial stan-evals will be conducted within 10-13 months with the annual Stan-Eval recommended every 12 months not to exceed 24 months.

3.4.4. CSF identifies positions, including mobility or contingency positions, that require Stan-Eval.

3.4.5. Conduct Stan-Evals within 30 duty days after an individual completes qualification training. After the individual passes the initial Stan-Eval, establish an anniversary date for subsequent evaluations. Document any delays and the reasons for delays in performing the Stan-Eval in both the individual's training records and Stan-Eval section files. AFRC and ANG units will conduct stan-evals within 3 UTAs after the individual has completed qualification training.

3.4.6. Use subject matter experts to help conduct Stan-Evals for special duties such as military working dog handlers, alarm monitors, etc.

3.4.7. If someone needs Stan-Evals for multiple positions that have similar tasks, you may perform the Stan-Eval for all similar positions at the same time. For example, ART and SRT members perform very similar tasks. SFMs must ensure combined Stan-Evals adequately encompass duties of each position.

3.4.8. Use a MAJCOM or locally devised program to monitor the dates on which individuals require Stan-Eval. Establish procedures to notify the Stan-Eval section of all newly assigned personnel and moves within the unit.

3.4.9. Persons having fewer than 90 days remaining until discharge, retirement, or retraining or who are within 90 days of permanent change of station (PCS) do not require Stan-Evals. AFRC and ANG personnel with less than four UTA's remaining do not require stan-evals.

3.4.10. Stan-Evals consist of the following evaluations:

3.4.10.1. Written examinations. Prepare and administer a multiple-choice test. The examination may be computer generated.

3.4.10.2. Once a year during a Stan-Eval, give a 25-question weapons safety, arming, and use of force test. Consider the weapons safety test score separately from the Stan-Eval score. The individual must pass the weapons safety examination before obtaining arming authorization. This test is correctable to 100 percent.



3.4.10.3. A separate, 25 question, weapons knowledge test will be administered. This test will encompass weapons knowledge on the M16 and M9 weapons. Tests will be developed from a test bank of questions provided by HQ AFSFC/SFW. MAJCOMs and units may add to this test bank when preparing a test.

3.4.10.4. Oral testing. This verbal question-and-answer period should cover major aspects of the position under evaluation. Avoid developing questions that elicit a one-word response.

3.4.10.5. Performance evaluation. Be careful during performance evaluations to avoid injury or property damage. When possible, conduct performance evaluations during the individual's normal duty schedule and evaluate personnel for team positions while they perform as part of a team.

**NOTE:** Firearms/weapons, to include toys, are authorized for searching exercises only. Firearms/weapons will not be drawn to simulate any aggressive act. Firearms used, to include toys, will not be capable of firing any type of projectile.

### **3.5. Stan-Eval Inspection Report Preparation and Processing.**

3.5.1. The Stan-Eval inspection team chief signs inspection reports. Send a copy of the report to the SFM, the inspected activity, and keep a file copy in the Stan-Eval section.

3.5.2. SFM reviews the report, validates the findings, and sends the report to the appropriate activity so they may correct any problems discovered. Written follow-up replies from the activity are recommended until the problems no longer exist.

3.5.3. The SFM will provide the CSF with Stan Eval results quarterly (as a minimum) or as necessary if negative trends appear.

### **3.6. Documenting Stan-Evals.**

3.6.1. Use AF Form 689, or an automated product, to conduct and document Stan-Eval performance.

3.6.2. Include your notes on AF Form 689 or the automated product. You may keep this annotated AF Form 689 in the individual's file in the Stan-Eval section or transcribe the results into an evaluation report.

3.6.3. When an individual fails the Stan-Eval, CSFs determine review training requirements based on the recommendations from the SFM, unit training manager, and individual's supervisor.

### **3.7. Evaluation Administration.**

3.7.1. Keep complete records of all Stan-Evals and review the results with each individual evaluated. Distribute copies of Stan-Eval documents to the appropriate supervisor, training section, SFM, and CSF.

3.7.2. The Stan-Eval section maintains the original evaluation documents until the next evaluation. Files of individuals who have moved to positions not requiring an evaluation should be maintained in an inactive file for contingency purposes. You need not keep files for individuals who have transferred out of the unit.

### **3.8. Evaluation and Rating System.**

3.8.1. Determine in advance the point values for answers to the written and oral test questions. Use a scale of 1 to 100 for each written and oral test. The passing score for written and oral tests of critical positions is 80 percent and 70 percent for non-critical positions. Personnel passing the weapons safety, arming, and use of force test, but scoring less than 100 percent, will receive on-the-spot remedial training covering deficient areas (a complete "retake" of the test is not required).

3.8.2. Performance evaluations are "GO/NO GO," and individuals must satisfactorily perform all critical tasks for the position being evaluated.

3.8.3. If the individual fails the Stan-Eval, that person is no longer certified and cannot work in that position. In an emergency, the CSF may post personnel regardless of certification. Additionally, if the individual is not certified in another position the CSF or designated representative must document on a case-by-case basis, which posts a person may work alone until the Stan-Eval is successfully completed. Recommend units consider those posts previously task certified during initial unit training as described in para 1.7.1.2. However, the final decision is left to the CSF or designated representative.

3.8.3.1. The following rules apply to persons who have lost their certification by failing a Stan-Eval:

3.8.3.1.1. Persons decertified and undergoing review training may work in that position if a certified individual works with them or authorized by the CSF. Review training must be completed within 15 duty days. ANG units must complete review training in 2 UTAs.

3.8.3.1.2. The individual's supervisor notifies the Stan-Eval section when that person completes review training. Stan-Eval should schedule the individual for a re-evaluation no later than 15 duty days after completing review training. AFRC and ANG personnel should schedule the individual for re-evaluation no later than 3 UTA's after completing review training.

3.8.3.1.3. CSF determines the appropriate action if the individual fails the Stan-Eval again.

**3.9. Forms Prescribed.** AF Form 55, **Employee Safety and Health Record**; AF Form 522, **USAF Ground Weapons Training Data**; AF Form 623, **On-The-Job Training Record**; AF Form 623a, **On-The-Job Training Record-Continuation Sheet**; AF Form 689, **Task Performance Checklist**; AF Form 797, **Job Qualification Standard Continuation/Command JQS**; AF Form 971, **Supervisor's Employee Brief**; AF Form 1098, **Special Task Certification and Recurring Training**; AF Form 1284, **Training Quality Report (TQR)**.

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## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

AFPD 36-22, *Air Force Military Training*

AFI 36-2201, *Developing, Managing, and Conducting Training*

*Abbreviations and Acronyms*

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**ART**—Alarm Response Team

**CFETP**—Career Field Education and Training Plan

**CSC**—Central Security Control

**CSF**—Chief of Security Forces

**DSN**—Defense Switching Network

**ECI**—Extension Course Institute

**ESBI**—Educational Subject Block Index

**GCS**—Ground Combat Skills

**HQ AFSFC**—Headquarters Air Force Security Forces Center

**HQ USAF/XOF**—Headquarters Air Force Security Forces

**JQS**—Job Qualification Standard

**LAD**—Light Attenuating Device

**MAJCOM**—Major Command

**MILES**—Multiple Integrated Laser Engagement System

**NCOIC**—Noncommissioned Officer in Charge

**OJT**—On-the-Job Training

**PCS**—Permanent Change of Station

**PDO**—Publications Distribution Office

**READY**—Resource Augmentation Duty Program

**RF**—Response Force

**SF**—Security Forces

**SFT**—Security Forces Training

**SRT**—Security Response Team

**Stan-Eval**—Standardization Evaluation

**STS**—Specialty Training Standard

**TA**—Table of Allowances

**TDY**—Temporary Duty

**TEEO**—Training, Exercise, and Evaluation Outline

**TM**—Training Manual

**ULC**—Unit Learning Center

**Attachment 2****TRAINING, EXERCISE, AND EVALUATION OUTLINE (TEEO) PREPARATION GUIDE**

UNIT: Response Force

MISSION: Recovery Operation/Recapture

Evaluator:

Date:

**1. GENERAL CONDITIONS:** A terrorist group attacks an on-base convoy and takes control of a Priority A resource. Area reports indicate the convoy's surviving members have taken defensive positions and are preventing the terrorists from escaping with the resource. The response force (RF) being trained, exercised, or evaluated must respond and recover the resource.

**2. PRIMARY EXERCISE TRAINING AND EVALUATION STANDARDS:** To receive a satisfactory rating, the RF must, in a reasonable time, assess the situation, eliminate the opposing force, and recover the resource without excessive casualties. The RF must also assume a new mission on order. When available, the Multiple Integrated Laser Engagement System (MILES) assesses friendly and opposing force casualties. Exercise controllers may also assess casualties. When MILES is not available, the controller must use his best military judgment to assess friendly and opposing casualties.

**3. TRAINING EXERCISE AND EVALUATION RESULTS.** Check "G" (Go) or "N" (N-Go) in the space provided on the following pages of this outline to indicate the unit's rating on each task of the mission. Trainers or evaluators and the exercise controller should record other important information on the back of the outline. The overall proficiency rating for this mission is based on performance of the unit on each task, the primary training and evaluation standards, and the evaluator's judgment of whether the RF would have succeeded in a real tactical situation.

**4. SUGGESTED SUPPORT REQUIREMENTS:**

a. Administration. Provide exercise start cards and copies of this outline to central security control (CSC).

b. Minimum evaluators. We suggest eight persons: four evaluators and four controllers. Evaluators observe individual and group performance. Controllers monitor the safety, exercise standards, and so on. One person may perform both functions if qualified. Assign personnel as follows: one evaluator and one controller near the opposing force; two evaluators and two controllers with the RF; one evaluator and one controller in CSC. Local training situations may not permit using eight people, so evaluators may act as controllers. This is not desirable for a higher headquarters' evaluation of a unit's tactical capability.

c. Opposing forces. Equip a terrorist unit with rifles and automatic weapons. The exercise team chief determines the exact number of persons and mix of weapons.

d. Support personnel. In addition to the evaluators and controllers, you should appoint an overall exercise team chief.

e. Exercise area. If possible, use terrain that provides some concealment to the attacking squad. Select an area approximately 1,000 by 1,000 meters or larger. Choose an area far enough away from the main base so base personnel will not be disturbed by the sound of blanks being fired.

f. Firing area. None.

g. Training aids, devices, and special equipment:

- (1) If available, use MILES for both the RF and opposing forces.
- (2) If available, use light attenuating devices (LAD) for training in limited visibility situations.
- (3) In actual night exercises, both RF and opposing forces personnel should wear night vision devices, if available.
- (4) Ammunition. Issue the following to both sides:
  - (a) 5.56mm, blank, 60 rounds per M16 rifle.
  - (b) 7.62mm, blank, 200 rounds per M60 machine gun.
- (5) Smoke canister (if appropriate).
- (6) Key references. AFHs and AFI 31-101.
- (7) Tips for trainers, evaluators, and exercise directors.
- (8) If you use MILES, follow the rules in the AFHs or in the MILES exercise booklet.

## 5. CONSIDERATIONS:

a. If MILES is not available, one trainer or evaluator should be with the opposing forces to allow the trainer or evaluator to see how well the RF uses available cover and concealment, as well as proper fire and maneuver techniques.

b. Trainers, evaluators, and exercise directors must not interfere with the exercise or, by their position, alert either side of the regarding opponent's movements.

c. In training, players should serve as controllers or evaluators. Being a player in one exercise and an evaluator in another reinforces tactical training principles.

d. You must brief all persons on safety procedures before the exercise starts. The briefing must include safe use of blanks, local hazards, and use of radio frequencies. Evaluators and controllers must be able to immediately stop exercises in progress for safety violations.